

Document Type:	PO2ADV (CSTARS and SPS Purchase Orders)
Document Description:	This document is used to record simplified acquisition for pre-pay supplies or services processed by CSTARS or advance payments authorized by procurement regulations in the Small Purchase System where payment is made based on the total amount of the obligating document and the vendor is requested not to submit an invoice.
Source Document(s):	<ul style="list-style-type: none"> • CD-435 – Procurement Request • CD-404 – Supply, Equipment, or Service Order • CD-405 – Partial Receipt Notification • CD-406 – Invoice Receipt Certification • Optional Form 347 – Order for Supplies or Services • Standard Form 30 – Amendment of Solicitation/Modification of Contract
Matching Criteria:	2 Way Match (Obligation and Invoice)
Processes:	<ul style="list-style-type: none"> • FM040 Purchase Order Transaction Screen • PM003 Vendor Invoice Transaction Screen
Business Rules:	<p>Use PO2ADV for CSTARS documents with the 2-digit Counter Code of AE and AU and for SPS documents with the 2-digit transaction code of 41P.</p> <p>The vendor will <u>not</u> submit an invoice for payment.</p>
Tolerance Levels:	<p>Freight Amount - .00</p> <p>Percentage for Quantity – .000</p> <p>Percentage for Amount – .000</p> <p>Tolerance Amount – .00</p>
Reports:	<p>PM101a – Print Daily Invoice Filing & Certification Report</p> <p>PM102a – Print Released Vendor Invoice by User and Date Report</p> <p>PM130a – Print Unapproved Invoice Aging Report</p>
Look-Up Screens:	<p>FM042 – Purchase Order Transaction Look-Up</p> <p>NOA002 – Vendor Maintenance Look-Up</p> <p>PM007 – Vendor Invoice History Look-up</p> <p>PM040 – Vendor Payment Look-up</p>
CFS-FIMA Interface:	<p>CFS Document Number: 2 Way Match – FM040 Obligation Number</p> <p>FIMA Document Number: 2 Way Match – FM040 Source Reference</p> <p>FIMA Secondary Reference Number: 2 Way Match – FM040 Obligation Number + U</p>

Purchase Order Transaction Screen

The Purchase Order Transaction Screen (FM040) is accessed from the FMTRAN menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

FM040 CONTROL BLOCK

One to One <N>	
Document: Type	PO2ADV C/O N Oblig# 8615- 0- 0 Total 1,274.00
Feeder System No	WC133002AE0002
Date	30-JAN-2002 Source Ref WC2AE0002
Effective Dates	30-JAN-2002- Status OPEN 30-JAN-2002
For: Bureau Code	14 Name NOAA G/L Date 31-JAN-2002 FY 02
Vendor: <N> No	13131- 1 Name URNER BARRY PUBLICATIONS, INC.
Approval: Y	By P J O CONNOR Date 30-JAN-2002
Document: <N>	Notes <N> Line Notes <N> AD <N>

Field Name	Source Document Mapping	Action/Description
One to One	N	This field is used to reference a requisition document. Press HOME and select the requisition.
Document: Type	PO2ADV	This field is used to identify the purchase order type. Press HOME and select the document type.
C/O	N – Original Purchase Order Y – Change Order	This field indicates if the purchase order is the original or a change order. This field defaults to N. Enter Y to process a change order.
Oblig #	System Generated – Original PO Select the Obligation # for the C/O	This field identifies the CFS obligation number consisting of: the system generated number, release number, and the change order number. Press HOME and select the obligation number for the change order.
Total	System Generated	This field records the total dollar amount for the detail item(s).
Feeder System No	Enter the Order Number	This field is used to convert open documents from legacy systems into the Core Financial System.
Source Reference	Enter the 9-digit FIMA Document Number	This field is used to enter supporting documentation.
Effective Dates	Enter the Effective Dates	This field is used to record the effective dates of the purchase order. Enter the effective dates or the system defaults to the current date.
For: Bureau Code	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
G/L Date	Use the Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
FY	Enter the Fiscal Year	This field records the fiscal year.
Vendor: < >	SEE VENDOR POP-UP	This pop-up is used to record vendor information for the purchase order.
Approval	N – Did not pass all system edits Y – Passed all system edits	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter Y then press F5.
Notes < >	Notes or Comments	This field is used to record notes or comments for the purchase order transaction. Press F2 and enter the note or comment.

VENDOR ADDRESS AND SHIPPING DATA POP-UP

Vendor Address and Shipping Data			
Vendor No	13131-1	FOB	ORIGIN Freight
Name	URNER BARRY PUBLICATIONS, INC.	Shipvia	
Address	P.O. BOX 389		
Address		ShipTo Code	TPR
City	TOMS RIVER	Name	THIRD PARTY
St/Pr	NJ Zip/Postal Code 08754	Address	
Country	US	Address	
Contact		Address	
Confirmed	N With	Address	
Fixed Price	N Acknowledgement Req N	City	
Exchange: Code	US	St/Pr	Zip/Postal Code
Rate	1.0000000000	Country	
Terms1: Net	30 Days Disc P/A P 000000 W/IN 00 Days		
Terms2: Net	30 Days Disc P/A P 000000 W/IN 00 Days		

Field Name	Source Document Mapping	Action/Description
Vendor No/ID	Select Vendor # and Purchasing Address ID	This field is used to identify the vendor number and address ID for the vendor's purchasing address. Press HOME and select the vendor number and purchasing address ID.
Contact	Enter the Contact Name	This field indicates the contact person for the purchase order transaction.
Confirmed	Do Not Use	This field indicates if this order is being confirmed.
With	Do Not Use	This field identifies the person that the order is being confirmed with.
Fixed Price	Do Not Use	This field describes if the order is fixed price.
Acknowledgement Req	Do Not Use	This field is used if acknowledgement is required from the vendor.
Terms1:	Enter the Discount Terms	This field indicates the 1 st set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
Terms2:	Enter the Discount Terms	This field indicates the 2 nd set of payment terms for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
FOB	Enter the FOB Point	This field indicates the FOB point at which title passes. This field defaults to DESTIN if no FOB point is specified.
Freight	Do Not Use	This field is used to indicate any freight information.
Ship Via	Do Not Use	This field is used to indicate the carrier to be used for shipping purposes.
Ship To Code	TPR	This field indicates the third party ship to address. Press HOME and select TPR.

FM040 DETAIL BLOCK

Item: No	1	Request Detail	<N>	Type	SERV	Commodity Code	ADVPAY
Part No		Stock No		Emp No			
Description	<S>	Other	<I>	Due Date	01-MAR-2002	Acceptance Days	7
RI Mth	Act	Quantity	U/M	Unit Price		Extended Amount	

Requested:	0	N	1.000	YR	1,274.0000	1,274.00	
Inventory:							
Account Classification:	<I>			Status	OPEN	30-JAN-2002	

Field Name	Source Document Mapping	Action/Description
Item: No	Item Number (s)	This field indicates the item number(s) and is system generated. NOTE: If the item number does not agree with the source document enter the source document item number in the description.
Request Detail	N – No Requisition Y – Reference Requisition(s)	This field is used to reference one or more requisitions. This field defaults to N . Enter Y and select the requisition number(s) and item(s) to be included in the document.
Item: Type	SERV – Services (Object Class 25XX) SUPPLY – Supplies (Object Class 26XX)	This field identifies the item type. Press HOME and select an item type.
Commodity Code	ADVPAY – Immediate Payment - NONE AGR – Perishable Agriculture - AGR CONSTR – Construction Contracts - CONSTR DAIRY – Dairy Products - DAIRY G/S – Goods/Services subject to PPA - STD MEAT – Meat or Meat Products - MEAT MISC – G/S not subject to PPA - NONE RAT – Ratification – NONE	The commodity code determines payment terms under the Prompt Payment Act. Press HOME and select the commodity code.
Description	Enter the Item Description	This field is used to record the description of the item. Press F2 and enter the description, then press F5.
Other < >	SEE OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP	This pop-up is used to record other pertinent information about the purchase order.
Due Date	Enter the Due Date	This field indicates the due date of the item. Enter the due date or if no specific due date is noted enter the current date.
RI Mth	Q – Quantity Based D – Dollar Based	This field indicates if the document is quantity or dollar based. This field defaults to D if a quantity of 1 is entered.
Quantity	Enter the Quantity	This field indicates the quantity of the item. Enter the quantity for the item. NOTE: If the source document is being converted from quantity to dollar based enter a quantity of 1.
U/M	Enter the Unit of Measure	This field indicates the unit of measure of the item. Press HOME and select the unit of measure.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item. Enter the unit price for the item. NOTE: If the source document is being converted from quantity to dollar based enter the total dollar amount of the item.
Account Classification <>	SEE ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP	This pop-up is used to record the account distribution for each item.

OTHER PERTINENT INFORMATION FOR THIS ITEM POP-UP

Other Pertinent Information for This Item	
Document Matching: Default Y RT <input type="checkbox"/> AC <input type="checkbox"/> AP <input type="checkbox"/>	Delivery POC
Holdback: Type <input checked="" type="checkbox"/> Amount <input type="checkbox"/>	-----
PSC Code <input type="checkbox"/>	Delivery Date: 01-MAR-2002
Payment Office Code HQS	Emp: 566
OFFICE OF FINANCE AND ADMINISTRATION	Name: P J O CONNOR
20020 CENTURY BOULEVARD	Phone: 301-427-1110 x113
CALLER SERVICE #9025	Loc: 201 PERRY PARKWAY, GAITHERSBURG, MD 20874
GERMANTOWN	
Asset: Category <input type="checkbox"/> Indicator <input type="checkbox"/> AIN <input type="checkbox"/>	

Field Name	Source Document Mapping	Action/Description
Document Matching: Default	Y	This field indicates the document matching for the item. The document matching is established on the Payment Document Matching Maintenance Screen (PM021).
Holdback: Type Amount	D – Dollar Amount Holdback N – No Holdback P – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press HOME and select the type of contract holdback and enter the contract holdback amount.
PSC Code	Do Not Use	This field is used to indicate the product service code. Press HOME and select the product service code.
Payment Office Code	Select the Payment Office Code	This field indicates the payment office code where the purchase order is being processed. Press HOME and select the payment office code.
Asset: Category Indicator AIN	Do Not Use	These fields are used to record personal property items.
Delivery Date:	Enter the Delivery Date	This field indicates the delivery date. Enter the delivery date or if no specific delivery date is noted enter the current date.
Emp:	Enter the Delivery Point of Contact	This field indicates the Delivery Point of Contact employee number. Press HOME and select the Delivery POC employee number or enter your employee number if no specific Delivery POC is noted.

ACCOUNT DISTRIBUTION FOR THIS ITEM POP-UP

Account Distribution For This Item									
MDL	Percent	Quantity	Amount	ACCS	--- Supporting Document ---				
					No	Type	Item	MDL	A
1	100.000	1.000	1,274.00	< >	-				Y
14	89P1ACM-P00	02	06-01-01-000	06-02-0004-01-00-00-00	25-27-00-00		000566		
Acceptance: Emp No 566 Name P J O CONNOR									
Receiving: Office No CAMS Name CAMS PROGRAM OFFICE									
<div> <div></div> <div>< ></div> <div>-</div> </div>									
Acceptance: Emp No Name									
Receiving: Office No Name									
100.000	1.000	1,274.00							

Field Name	Source Document Mapping	Action/Description
MDL	System Generated	This field indicates the multiple distribution line number for the item. This field is system generated.
Percent	Enter the Percentage for each MDL	This field is used to record the percentage for each multiple distribution line. Enter the percentage for each multiple distribution line for a total of 100%.
ACCS < >	SEE ACCOUNT CLASSIFICATION POP-UP	This pop-up is used to record the account classification for each multiple distribution line.
Acceptance: Emp No	Enter your Employee Number	This field indicates the acceptance employee number responsible for the acceptance on a 4-way match document. Press HOME and select the acceptance employee number or enter your employee number if no specific acceptance employee is noted.
Receiving: Office No	Enter the Receiving Office Code	This field indicates the receiving office code. Press HOME and select the receiving office code or enter your receiving office code if no specific receiving office is noted.

ACCOUNT CLASSIFICATION POP-UP

Account Classification						
Bureau	Project Task	Fund Code	Program	Organization	Object Class	UDF
14	89P1ACM-P00	02	06-01-01-000	06-02-0004-01-00-00-00	25-27-00-00	000566
NOAA						

Field Name	Source Document Mapping	Action/Description
Project/Task	Enter the Project/Task	This field identifies the project/task codes for the item and multiple distribution line.
Organization	Enter the Organization	This field identifies the organization for the item and multiple distribution line.
Object Class	Enter the Object Class	This field identifies the object class for the item and multiple distribution line.
UDF	Enter the Employee Number of the Approver	This field is used to determine the approval routing for the item and multiple distribution line.

The Documents Requiring Approval Screen (WF002) is accessed from the WFM menu. The following fields must be entered and the document approved to record an obligation in the Core Financial System.

Documents Requiring Approval

[illegible]

Field Name	Source Document Mapping	Action/Description
App	N – Disapprove Y – Approve	This field is used to approve or disapprove a purchase order. To view the purchase order document press HOME.
Note < >	Enter Reason for Disapproval	This field is used to record notes if the document is not approved. If the App field is N this field is mandatory. Press F2 and enter the reason for not approving the document.
Type	System Generated	This field indicates the purchase order document type awaiting approval.
No	System Generated	This field indicates the purchase order document number awaiting approval.
C/O	System Generated	This field indicates the document change order awaiting approval.
Total	System Generated	This field indicates the total dollar amount of the document awaiting approval.
Date Requested	System Generated	This field indicates the request date of the document to be approved or disapproved.
Requested By	System Generated	This field identifies the name of the person requesting the approval.

Vendor Invoice Transaction Screen

The Vendor Invoice Transaction Screen (PM003) is accessed from the PMTRAN menu. The following fields must be entered and the document approved to record an accrual in the Core Financial System.

PM003 CONTROL BLOCK

Vendor Invoice Transaction Screen		pm003
Bureau	14	Inv: Type VINV No WC133002AE0002 - 0 Date 30-JAN-2002
Doc: Source	OBLIG	Type PO2ADV No 8615- 0 Symbol < >
Source Ref	WC2AE0002	FastPay N
Dates: Recd	30-JAN-2002	Retd Status OPEN 30-JAN-2002
Trans No	371698	Invoice Amount Applied 1,274.00
Vendor Invoice Amount	1,274.00	
Vendor: No	13131- 2	Name URNER BARRY PUBLICATIONS, IN Addr< >
PPA Exchange Code	US	Customer Inv Type No
Terms:	(1) Net 00 P 0.000 W/In 00 (2) Net 00 P 0.000 W/In 00	
Approval:	By P J O CONNOR	Date 30-JAN-2002

Field Name	Source Document Mapping	Action/Description
Bureau	13 – BXA 14 – NOAA	This field is used to record the bureau code. Press HOME and select the bureau code.
Inv: Type	VINV	This field is used to identify the invoice type. Press HOME and select the invoice type.
Inv: No	Enter the Order Number	This field is used to record the vendor's invoice number. Enter the vendor's invoice number.
Inv: Sub No	0	This field is used to record the sub invoice number to permit duplicate invoice numbers submitted by a vendor.
Inv: Date	Enter the Invoice Date	This field is used to record the date of the vendor's invoice. Enter the vendor's invoice date.
Doc: Source	OBLIG	This field is used to identify the document source. Press HOME and select the document source.
Doc: Type	PO2ADV	This field identifies the document type of the purchase order. Press HOME and select the document type and obligation number.
Doc: No	Obligation #	This field identifies the obligation number of the purchase order.
Symbol < >	Do Not Use	This field is used to record the appropriation symbol and the ALC for payment of an SF1080/SF1081 invoice.
Source Ref	System Generated	This field is used to enter supporting documentation.
Dates: Recd	Enter the Received Date	This field is used to record the date that the vendor's invoice was received at the certifying official's office or the finance office. Enter the received date of the vendor's invoice.
Dates: Retd		This field is used to record the date that the invoice was returned to the vendor as an improper invoice.
Vendor Invoice Amount	Enter the Amount Due	This field is used to record the total invoice amount on the vendor's invoice. Enter the total amount due from the vendor's invoice.
Vendor: No/ID	Select Payment Address ID	This field is used to record the vendor number and address ID for the vendor's remit to payment address. Press HOME and select the payment address ID.
Addr < >	System Generated	This field is used to verify the vendor's payment address and cannot be updated. NOTE: If the address is incorrect contact your Vendor Database Administrator.

PM003 CONTROL BLOCK CONTD

Vendor Invoice Transaction Screen		pm003
Bureau 14	Inv: Type VINV No WC133002AE0002 - 0 Date 30-JAN-2002	
	Doc: Source OBLIG Type PO2ADV No 8615- 0 Symbol < >	
	Source Ref WC2AE0002 FastPay N	
	Dates: Recd 30-JAN-2002 Retd Status OPEN 30-JAN-2002	
	Trans No 371698 Invoice Amount Applied 1,274.00	
	Vendor Invoice Amount 1,274.00	
Vendor: No 13131- 2	Name URNER BARRY PUBLICATIONS, IN Addr< >	
PPA N	Exchange Code US	Customer Inv Type No
Terms: (1) Net 00 P 0.000 W/In 00	(2) Net 00 P 0.000 W/In 00	
Approval: Y By P J O CONNOR	Date 30-JAN-2002	

PPA	N – Not Subject to the PPA Y – Subject to PPA	This field indicates whether or not the vendor's invoice is subject to the Prompt Payment Act. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Exchange Code	US	This field indicates the monetary exchange rate code for the vendor. This field defaults from the Vendor Maintenance Screen (PM002), but may be overridden.
Terms: (1) Net W/In	Net 0 Days	This field indicates the 1 st set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Terms: (2) Net W/In	Net 0 Days	This field indicates the 2 nd set of payment terms for the vendor. This field defaults from the Purchase Order Transaction Screen (FM040/FM041), but may be overridden.
Approval	N – Did not pass all system edits Y – Passed all system edits	This field indicates whether or not all system edits have been passed. After all mandatory fields have been entered, enter Y then press F5.

PM003 DETAIL BLOCK

R	Itm	Type	MDL	I	D	P	R	A	PP Type	T	R	W/H	D	H	Emp	No	Pmt Inf	Amount
Y	1	SERV	1	D	Y	Y	N	N	NONE	<N>	Y	<N>	Y	<N>		0	<>	1,274.00

Field Name	Source Document Mapping	Action/Description
R	System Generated	This field indicates the status of the item. NOTE: This field can be updated after the approval flag is set to Y.
Itm	Select Item from the Purchase Order	This field indicates the item(s) number. Press HOME and select the item(s) being invoiced.
Type	System Generated	This field indicates the item type from the purchase order.
MDL	System Generated	This field indicates the multiple distribution line(s) (MDL) for the item from the purchase order.
RI	System Generated	This field indicates if the document is Q - quantity or D - dollar based. This field defaults from the purchase order.
Matching: D	Y	This field indicates the matching criteria and defaults to the matching criteria specified on the Payment Document Matching Maintenance Screen (PM021).
PP Type	AGR – Perishable Agriculture CONSTR – Construction Contracts DAIRY – Dairy Products MEAT – Meat or Meat Products NONE – Not subject to Prompt Pay Act STD – Standard Prompt Payment Terms	This field indicates the prompt payment type and is defaulted based on the commodity code selected on the purchase order.
T < >	N – No Trade-In Y – Trade-In	This field indicates if there is a trade-in associated with the item. To view the trade-in pop-up press F2.
R	N – Not 1099 reportable (Supplies) Y – 1099 Reportable (services)	This field indicates if the item is reportable on a Form 1099-MISC. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden.
W/H	N – Not subject to backup withholding Y – Subject to backup withholding	This field indicates if the item is subject to backup withholding. This field defaults from the Vendor Maintenance Screen (PM002), but can be overridden. To view or enter the backup withholding percentage pop-up press F2.
D	N – No Discount Y – Discount	This field indicates if the item is subject to a discount. This field defaults to Y. A discount will only be applied if discount terms are specified in the Term fields.
H	D – Dollar Amount Holdback N – No Holdback P – Percentage Amount Holdback	This field indicates if the item is subject to a contract holdback. Press F2 to view or enter a contract holdback type and amount.
Pmt Inf < >	SEE ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE, AND MDL POP-UP	This pop-up is used to record the account distribution information for each item, type, and multiple distribution line.

ACCOUNT DISTRIBUTION FOR THIS ITEM NO, TYPE AND MDL POP-UP

Account Distribution For This Item No, Type and MDL						
FY	ACCS	Qty	Unit Price	Amount	Desc	Status
02	<1>	1.000	1,274.0000	1,274.00	<5> OPEN	30-JAN-2002
14 89P1ACM-P00 02 06-01-01-000 06-02-0004-01-00-00-00 25-27-00-00 000566						
RT		Dates: Accept		G/L	31-JAN-2002	PM006 Flag:<1>
EA		Due		L/R		
		Disct		D/L		Lost
PS: MISC 0 Date 30-JAN-2002						
Payment: PO HQS TDO 303 Encl 2 TREAS Type EFT No 0						

Field Name	Source Document Mapping	Action/Description
FY	System Generated	This field indicates the fiscal year of the item from the purchase order.
ACCS < >	System Generated	This field indicates the ACCS of the item from the purchase order.
Qty	Enter the Quantity	This field indicates the quantity of the item from the purchase order, but can be overridden.
Unit Price	Enter the Unit Price	This field indicates the unit price of the item from the purchase order, but can be overridden.
Desc	System Generated	This field displays the description for the item from the purchase order, but can be overridden.
RT	System Generated	This field records the receiving ticket transaction number.
G/L	Use Default G/L Date	This field is used to record the general ledger end date and defaults to the current open general ledger period.
PM006 Flag < >	System Generated	This field indicates if an Advice of Correction Screen (PM006) has been processed for the item.
Due	System Generated	This field is used to record the due date of the item and is system generated. NOTE: This field can be updated after the approval flag is set to Y.
L/R		This field is used to identify the late payment reason code. Press HOME and select a valid late payment reason code.
D/L		This field is used to identify the discount lost reason code. Press HOME and select a valid discount lost reason code.
PS:	FOR – Foreign Payment MANUAL – Manual Payment MISC – Miscellaneous Payment TRANS – Transportation Payment	This field indicates the payment schedule type to be sent to Treasury. NOTE: For SF1081 payments, select MISC and the system will update the payment schedule to MANUAL after the Manual Vendor Payment Screen (PM041) is approved.
PS: Schedule No	System Generated	This field indicates the payment schedule number for the item and is system generated. NOTE: For SF1081 payments press HOME and select the G-Schedule Number.
PS: Schedule Date	System Generated	This field is used to record the schedule date of the item and is system generated. NOTE: This field can be updated after the approval flag is set to Y.
Payment: PO	System Generated	This field indicates the payment office code where the purchase order and invoice are being processed.